

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[HVAC Contractor Name]
[Contractor Address]
[City, State, Zip Code]

Subject: Request for Proposal (RFP) - HVAC Preventative Maintenance Services

Dear [Contact Name],

[Your Company Name] is requesting proposals for a comprehensive preventative maintenance contract for the HVAC systems located at [Property Address/Name].

1. Scope of Work

The selected contractor will provide scheduled maintenance to ensure the efficiency and longevity of our systems. Services should include, but are not limited to:

- Regular inspections (Quarterly/Bi-Annually)
- Filter replacement and coil cleaning
- Belt inspections and lubrication of moving parts
- Refrigerant level checks and leak detection
- Thermostat and control calibration
- Written diagnostic reports after each visit

2. Equipment List

The facility currently utilizes the following equipment:

- [Number] Rooftop Units (RTUs)
- [Number] Split Systems
- [Number] Boilers/Chillers
- [Other specific equipment]

3. Submission Requirements

Please include the following in your proposal:

- Annual cost for the maintenance program
- Hourly labor rates for emergency or non-routine repairs
- Percentage markup on replacement parts
- Proof of insurance and relevant certifications
- At least three professional references

4. Deadline

Please submit your proposal via email to [Email Address] or by mail no later than [Date].

Site visits can be scheduled by contacting [Name] at [Phone Number]. We look forward to reviewing your proposal.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]